

INSTRUCTIONS FOR CHECK-IN/CHECK-OUT REPORT,
SHORESIDE PROCESSOR

1. TIME LIMIT AND SUBMITTAL.

Use a separate Check-in and Check-out	<u>CDQ</u> . For each Western Alaska Community Development Quota (CDQ) Program CDQ number. If operating under more than one CDQ number, use a separate report for each.
	<u>AFA</u> . If under an AFA Co-op, record the AFA number.
	<u>Research Program</u> . If under a research program, record the research program number.
	<u>Experimental Fishery</u> . If under an experimental fishery; record the experimental fishery number.

CHECK-IN REPORT.

Before a Shoreside Processor commences receipt of groundfish from any reporting area except 300, 400, 550, or 690, the manager or representative must submit by FAX a check-in report (BEGIN message) to the Regional Administrator to FAX number 907-586-7131.

If **receiving fish under** a CDQ allocation, the manager must submit by FAX a check-in report (BEGIN message) to the Regional Administrator prior to **receipt of** each CDQ allocation.

CHECK-OUT REPORT.

The manager or representative must submit by FAX a check-out report (CEASE message) to the Regional Administrator to FAX number 907-586-7131 within 48 hours after the end of the applicable weekly reporting period that a Shoreside Processor ceases to process groundfish for the fishing year.

The manager or representative may submit by FAX a check-out report to the Regional Administrator when receipt or processing of groundfish is temporarily halted during the fishing year for a period of at least two weekly reporting periods.

If receipt of groundfish under a CDQ allocation is complete, the manager or representative must submit by FAX a check-out report (CEASE message) to the Regional Administrator within 24 hours after directed

fishing for each species under each CDQ allocation has ceased.

End of fishing year. If a check-out report has not previously been submitted during a fishing year, the manager or representative must submit a check-out report at the end of that fishing year, December 31.

2. REQUIRED IDENTIFICATION INFORMATION

Original/revised Report.

If Check-in/Check-out Report is the first one sent for this date and reporting area, check "ORIGINAL REPORT".

If Check-in/Check-out Report is a correction or addition to a previously sent report for this date and reporting area, check "REVISED REPORT."

Processor Name. Enter the name of Shoreside Processor, as listed on the Federal Processor Permit.

ADF&G Processor No. Enter State of Alaska Department of Fish & Game (ADF&G) processor code.

Federal Processor Permit Number. Enter Federal Processor Permit number (AK9).

Representative Information.

Enter name, telephone number, and FAX or TELEX number of representative.

Management Program. Check to indicate:

CDQ. Whether this activity is under the Western Alaska Community Development Quota (CDQ) Program.; if yes, record the CDQ number. If operating under more than one CDQ number, use a separate report for each.

AFA. Whether harvest is under an AFA Co-op; if yes, record the AFA number.

Research Program. Whether harvest is under a research program; if yes, record the research program number.

Experimental Fishery. Whether harvest is under an experimental fishery; if yes, record the experimental fishery number.

3. REQUIRED INFORMATION, CHECK-IN/CHECK-OUT.

Check to indicate whether CHECK-IN REPORT or CHECK-OUT REPORT.

Fish or Fish Product Held at Plant.

On each check-in or check-out report, enter all fish or fish products remaining at the facility by species code, product code, and product weight, in pounds or to at least the nearest 0.001 mt; circle either pounds or 0.001 mt, as appropriate.

If check-in report,

Enter date facility will begin to receive groundfish.

Check (a) to indicate that Shoreside Processor is checking in for the first time this fishing year.

Check (b) to indicate that Shoreside Processor is checking in to restart receipt and processing of groundfish after filing a check-out report.

If check-out report,

Enter date facility ceased to process groundfish.

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